



690 Chesterfield Pkwy W • Chesterfield MO 63017-0760
Phone: 636-537-4000 • Fax 636-537-4798 • www.chesterfield.mo.us

September 11, 2013

Dear Consultant:

The City of Chesterfield is requesting the services of a consulting engineering firm to perform the professional engineering design services for the South Greentrails Drive project. If your firm would like to be considered for these consulting services, you may express your interest by responding to;

City of Chesterfield – Department of Public Services, RE: South Greentrails Drive Project
690 Chesterfield Parkway West, Chesterfield, MO 63017-0760

Limit your Letter of Interest to 5 pages maximum. Please include any information which might help us in the selection process, such as the persons or team you would assign to the project, the backgrounds of those individuals, and other similar projects your company has recently completed or are now active.

A 14% DBE goal has been set by MoDOT for this project. DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards the established DBE goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that a Statement of Qualification (RSMo 8.285 through 8.291), Affidavit of Compliance with the federal work authorization program, and a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with the Letter of Interest. These documents will not be counted towards the 5 page maximum for the Letter of Interest.

The City of Chesterfield will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, and c) past performance. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291)

All Letters of Interest must be received at the City of Chesterfield City Hall, 690 Chesterfield Pkwy West, Chesterfield, MO 63017 by 1:00 p.m. on Thursday, October 3, 2013.

Sincerely,

Zachary S. Wolff, P.E.
Civil Engineer

Attachment

City of Chesterfield / St. Louis County, MO - South Greentrails Drive	
Project Name:	South Greentrails Drive
Federal Aid No.:	STP-5410 (619)
Location:	South Greentrails Drive from Ladue Road to White Road
Proposed Improvement:	Reconstruction of existing pavement, construction and reconstruction of sidewalks and sidewalk ramps to current ADA standards, reconstruction of driveway aprons, drainage improvements, and addition of bicycle facilities and signage.
Length:	0.85 miles
Approximate Construction Cost:	\$2,123,500
DBE Goal Determination:	14%
Consultant Services Required:	<p><u>Engineering</u>: responsibilities may include but are not limited to: preparation of conceptual plans, preliminary plans, contract plans, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, right of way/easement exhibits, legal descriptions, contract documents, utility coordination/permits, traffic controls, preparation of PS&E and final documents, assisting with bid and award, providing construction support and periodic construction site visits.</p> <p><u>Construction Inspection</u> – responsibilities may include but are not limited to: work with the contractor on behalf of the City, assist with preconstruction conference, provide full time site inspection, quantity measurements, change orders, shop drawing review, material and construction testing/inspection, monitoring of field layout and critical construction operations, work with City to do full inspections and reporting.</p>
Other Comments:	The Letter of Interest and/or Statement of Qualifications should include but are not limited to, personnel proposed for this project, references for similar size/scope projects, preliminary scope of services and project approach, anticipated schedule, as well as current and anticipated workload and staffing availability.
Contact:	Zachary S. Wolff, PE, Civil Engineer 690 Chesterfield Parkway West Chesterfield, MO 63017 (636)-537-4757, zwolff@chesterfield.mo.us
Deadline:	1:00 pm, Thursday, October 3, 2013
Submittal Requirements:	Three (3) copies of Letter of Interest (5 pages maximum), Statement of Qualifications, Affidavit of Compliance with Federal Work Authorization Program, and E-Verify Memorandum of Understanding

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

- Experience and Competence - 35 Max Points
- Capacity and Capability - 35 Max Points
- Past Record of Performance - 30 Max Points